



# Hamilton Business Association Inc.

ABN: 43 576 863 540 | INC ID NUMBER: INC1901585

## BOARD MEMBERS

Name	Abbreviation	Business represented
Reece Hignell	RH	Cakeboi
Kellie Mann	KM	Lotus Fashion
Kate Ellis	KE	Sportspower
Sandra Molloy	SM	Q's Books
Rob Burton	RB	132 Newsagency
Brendan Jones	BJ	Sanderson Meats
Chelsea Willis	CW	YPT
Amanda Hinds	AH	Architecture and Heritage Hamilton
Vicki Coughlan	VC	Community Member

## CN REPRESENTATIVES

Thomas Michel	TM	CoN

## GUESTS

Janice Musumeci	JM	JM Consultancy Services
Victoria Gill	VG	VEM Services

MEETING OPEN: 5:35pm

MEETING CLOSE: 6:45pm

# MEETING MINUTES

<b>Date</b>	Thursday 25 <sup>th</sup> August 2022 5:30pm
<b>Location</b>	The Blind Monk - Private Room
<b>Minute Taker</b>	Tori Gill - VEM Services

## ATTENDEES

Kellie Mann	KM	Lotus Fashion
Kate Ellis	KE	Sportspower
Rob Burton	RB	132 Newsagency
Chelsea Willis	CW	YPT
Vicki Coughlan	VC	Community Member
Sandra Molloy	SM	Q's Books

## APOLOGIES

Reece Hignell	RH	Cakeboi
Amanda Hinds	AH	Architecture and Heritage Hamilton
Brendan Jones	BJ	Sanderson Meats
Thomas Michel	TM	CN

# MINUTES

Item No	Agenda Item	Details	Actions
<b>1. Welcome and Administration</b>			
1.1.	Confirmation of Previous Minutes	Moved: Rob Burton Seconded: Sandra Malloy	Nil
<b>2. Outstanding Actions</b>			
2.1	City of Newcastle Matters	Nothing to report.	Nil
2.2	Conflicts of Interest	None to declare.	Nil
2.3	Matters arising from the previous minutes	James Street Plaza Projector: RH meeting with UoN Co-Ordinators on 20 September to discuss artworks that will be projected over the coming months.	Nil
2.4	Correspondence	Email from Cr Jennie Barry in regard to complaints raised by the Gallipoli Club about anti-social behaviour at Railway Park. BIA was unable to attend meeting on 25 August. Cr Barry is going to report back to RH with the findings and actions going forward.  Paul Maher Art notified BIA that he has commenced the next wave of Mosaics, with the newest addition being put out front of the Newcastle Permanent Branch on Beaumont Street.	Nil
2.5	Budget at Bank	BIA has two outstanding invoices to pay:  a. \$720 for greenery maintenance from the Men's Shed. b. \$385 from Snapper Studio for event photography at Breakfast Club Event.  Credit (GST Refund) of \$2425.00  Current Balance = \$103 046.08	Nil
<b>3. Items for Discussion and Decision</b>			
3.1	Subcommittee Reports - Christmas Event Committee	AH and CW have been working on the Christmas Event and have approved the Hunter Events Team Proposal present to the Board at July Meeting. CW and AH aim to finalise certain proposal elements over the coming weeks.  CW has a confirmed quote for Santa and related decorations. CW currently in discussion with Hunter Events Team to arrange AV and Marquee requirements. RH and CW to liase with Crave	CW and AH to provide Board with revised event proposal and budget confirmation at next meeting.

		<p>Media to confirm graphics for event / social media promotion plan.</p> <p>Hamilton 12 Days of Christmas to start on 30 Nov. Events on Beaumont Street to occur on Friday 2 and Friday 9 Dec from 6-9pm and throughout the day on Sat 3 and Sat 10 Dec. Twelve days promotion to run online via social media.</p>	
3.2	Subcommittee Reports – Beautification	<p>Several pots installed by Herb Urban require maintenance. RH and RB have obtained quote to repair the damage.</p> <p>General consensus that the gardens are looking good around the community and promote the objective the BIA aimed to achieve within the scope of Beautification.</p> <p>Herb Urban received \$19 900 in SBR Contestable Funding to use within Hamilton precinct for mosaic planters, hanging baskets and maintenance.</p>	RH and RB to liaise with Herb Urban and arrange maintenance funds.
3.3	Subcommittee Report – The Local	<p>First page promotion has been published this month’s copy of The Local. Board thanked SM for her effort and contributions to this project.</p> <p>Every month SM will change the content. This will include local projects and happenings including events e.g. Business Breakfast. Each month will have a section about the James Street Markets and Gregson Park Markets.</p> <p>Board agreed that the November edition will commence the promotion of BIA Christmas Events.</p>	If Board Members have an event or project they wish to be published in the Local, they must provide to SM by 15 <sup>th</sup> day of each month.
3.4	Subcommittee Report – Hello Hamilton Blog	<p>CW has been working on a landing site for Hamilton BIA blog “Hello Hamilton”. The objective of this project is to connect with more local business owners and provide a free and informative blog that connects with Hello Hamilton social platform.</p> <p>Domain name has been paid and website runs at no cost as present but should the Board wish to change the format of the site, web developer may be required.</p> <p>CW to engage in discussions with Crave Media to assist with content ideas. If Board Members have ideas for an article, they are to email CW with draft text and photos.</p>	<p>CW to continue to develop and aim for launch date to be by December.</p> <p>VC to compose article and photos re: accessibility and heritage areas in Hamilton.</p>
3.5	Subcommittee Report – Business Breakfast Club	<p>The last Business Breakfast had few attendees which was attributed to by poor planning.</p>	KE, KM and BJ to co-ordinate next

		<p>KM, KE and BJ have decided to source two business owners each and then provide invite. BJ will also send invitees a calendar invite that has a reminder set for 24-48hours prior. KE and KM visit Beaumont Street business owners on Thursday each week to give personal invites, establish connection to BIA and collect emails for the database.</p> <p>Next Breakfast is held on 8 September 2022. Structure of event to be informal and promote natural discussion between business owners as Board agreed this was more beneficial in establishing connections.</p> <p>KE, KM and BJ to compose one Breakfast Event for new businesses. They may wish to consider the involvement of the Business Centre and Crave Media in a future event.</p> <p>Event individual email is hellohamiltonbreakfastclub@gmail.com</p>	<p>breakfast on 8 September.</p> <p>KM to send small article to CW and SM about Breakfast Club for The Local and Blog.</p>
<b>4. General Business</b>			
<b>4.1</b>	RH Thanks	<p>JM on behalf of RM reiterated how grateful they are to the Board for being engaged in projects and events. Also noted that if a Board member feels overwhelmed, they should feel supported to take a step back from subcommittee actions and should relay this concern at the next Board Meeting.</p> <p>RH also thanked Tori Gill for her involvement in the July Meetings whilst Janice was absent.</p>	Nil
<b>4.2</b>	General BIA Engagements	<p>When Board Members see businesses posting about BIA engagements, projects or events on social media, Board Members can tag 'Hello Hamilton' in the comments. This is to promote the activities, engagements, projects and events that are being funded by the BIA.</p> <p>Reminder to Board that they are able to engage with businesses just outside the mapped precinct, to ensure inclusion and collaboration. Also please refer to precinct map regularly when co-ordinating projects and events.</p>	Nil
<b>4.2</b>	Street cleanliness	Bec Murray of Flying Spanners is going to conduct an assessment of the precinct and provide a quote on maintenance to the Board.	Nil
<b>4.3</b>	Streets for Shared Spaces	<p>State Government and City Council have funded the Streets for Shared Spaces project.</p> <p>Board raised concerns as seen from similar projects in other local areas eg. Parking</p>	JM to advise Board of Streets for Shared Spaces Event Launch date.

		availability, road safety. Board will attend the Streets for Shared Spaces Launch Event.	
4.4	Business Beat	Board was eager to engage in the Business Beat project for this year. KE and VC to kickstart project together with the launch to be held at James Street Plaza Markets.  Meeting with Business Beat Co-ordinators at 4pm 20 September.	JM to invite the Board to attend meeting at July Jones, 4pm on 20 September.
4.5	SBR Contestable Funding for Hamilton	SBR Contestable Funding  a. Herb Urban: Mosaic pots, hanging planters and maintenance for Beaumont Street. b. Small Walls Project: painting for 6-8 small doors along Beaumont Street. c. Fringe Festival: Event to be held in March 2023.	Nil
4.6	Live Spots	Live Spots has been reduced to just Saturdays at the James Street Market, however Board is eager to discuss program going forward.	JM to invite Bell Taylor to the next meeting to address Live Spots Program going forward.
4.8	AGM Date	Thursday 17 November 2022 5:30pm at the Blind Monk.	Board to talk to new businesses and invite business owners.

**NEXT MEETING: 22<sup>nd</sup> September at 5:30pm**